Office of Knowledge, Information and Data Services (KIDS)
KDE Infinite Campus Users' End-of-Year Training
State Board Room, 500 Mero Street, Frankfort, KY 40601 and Microsoft Lync Online
April 29-30, 2014

T E N T A T I V E   A G E N D A

Tuesday, April 29			Session	Presenter
Start	**End**	**Duration**		
(Eastern Time Zone)				
9:30 AM	9:35	0:05 - 1	**1.1 – Welcome & Housekeeping** Lync tips, question and answer procedures, training resources and EILA credit requirements	**Becky Jenkins** Office of Knowledge, Information and Data Services (KIDS), Division of Enterprise Data becky.jenkins@education.ky.gov 502-564-2020 x 2475
9:35	10:05	0:30 - 2	**1.2 – Safe Schools End of Year Process** Overview of the Safe Schools' requirements, updates to the error/warning report and timelines for reporting	**Windy Newton** Office of Next-Generation Schools and Districts (ONGSD), Division of Student Success windy.newton@education.ky.gov 502-564-2116 x 4063
10:05	10:20	0:15 - 3	**1.3 – Teaching Method and Instructional Setting** Teaching Method and Instructional Setting drop downs - why they are important and descriptions of each choice	**Amy Patterson** Office of Next Generation Learners (ONGL), Division of Learning Services amy.patterson@education.ky.gov 502-564-2106 x 4513
10:20	10:50	0:30	**1.4 – Homeless Education** ➢ Identification of students as homeless and instruction on entering homeless indicator and living status in Infinite Campus ➢ Transfer of this data from school to school, district to district and from one year to the next ➢ Overview of Data Standards, how the data is used and the importance of data quality	**Mary Marshall** ONGSD, Division of Consolidated Plans and Audits mary.marshall@education.ky.gov 502-564-3791 x4049 **Cathy Lazarin** ONGSD, Division of Consolidated Plans and Audits cathy.lazarin@education.ky.gov 502-564-3791 x 4006
10:50	11:05	0:15	**Break**	
11:05	11:25	0:20	**1.5 – Accessing Student Voice Results in CIITS/EDS** Accessing Student Voice results in CIITS/EDS	**Jeff Coles** ONGL, Division of Next Generation Professionals jeffrey.coles@education.ky.gov 502-564-1479 x 4536
11:25	11:55	0:30	**1.6 – CIITS** Process of finding student information in CIITS after end-of-year	**Maritta Horne** KIDS, Division of Enterprise Data maritta.horne@education.ky.gov 502-564-2020 x 2478
11:55	1:00	1:05	**Break**	
1:00	1:45	0:45	**1.7 – Adjusted Cohort Graduation Rate Student Listing in SDRR and change to nonacademic collection** Cohort report in SDRR application and overview of changes to the Nonacademic data collection	**Tina Logan** Office of Assessment and Accountabililty (OAA), Division of Assessment Design and Implementation tina.logan@education.ky.gov 502-564-9853 x4740
1:45	2:05	0:20	**1.8 – 2013-14 Graduation Codes** Everything you need to know about reporting your graduation codes, including what you should expect from us and what we expect from you	**Samantha Engstrom** Office of Administration and Support (OAS), Division of District Support samantha.engstrom@education.ky.gov 502-564-5279 x4434
2:05	2:15	0.10	**1.9 – Wrap-up**	**Becky Jenkins**

T E N T A T I V E   A G E N D A

Wednesday, April 30			Session	Presenter
Start	End	Duration		
(Eastern Time Zone)				
9:30 AM	9:35	0:05	**2.1 – Welcome & Housekeeping** Lync tips, question and answer procedures, training resources and EILA credit requirements	**Becky Jenkins** Office of Knowledge, Information and Data Services (KIDS), Division of Enterprise Data becky.jenkins@education.ky.gov 502-564-2020 x 2475
9:35	10:05	0:30	**2.2 – LEP 2013-14 Data Cleanup and Extract** May IC LEP data cleanup and June extract, correcting critical errors, running the LEP extract and submitting the district LEP extract as a secure file upload through the Web Apps (The June extract is used to verify LEP counts for districts that determine Title III and SEEK allocations.)	**Gary Martin** ONGL, Division of Learning Services gary.martin@education.ky.gov 502-564-4970 x 4157
10:05	10:50	0:45	**2.3 - Special Education End of Year Reporting** Information and changes to the Exit Report, Discipline report, IAES report	**Nick Easter** ONGL, Division of Learning Services nick.easter@education.ky.gov 502-564-4970 x4119
10:50	11:05	0:15	**Break**	
11:05	11:35	0:30	**2.4 – 2013-14 Gifted and Talented End of Year Data Cleanup and Reporting** How to clean up GT data and GT end of year reports (example GT Detail, Ad Hoc Filters)	**Kathie Anderson** ONGL, Division of Learning Services kathie.anderson@education.ky.gov 502-564-4970 x 4133
11:35	12:00	0:25	**2.5 – Other Current Topics**	**DeDe Conner** KIDS, Division of Enterprise Data dede.conner@education.ky.gov 502-564-2020 x 2208
12:00	1:00	1:00	**Break**	
1:00	1:45	0:45	**2.6 – SAAR EOY Training** Submission process to assist with attendance data cleanup and verification prior to the June 30 data pull for the SAAR submission	**Cheri Meadows** OAS, Division of District Support cheri.meadows@education.ky.gov 502-564-5279 x4451 **Steve Young** OAS, Division of District Support steve.young@education.ky.gov 502-564-5279 x4423
1:45	2:15	0:30	**2.7 – Health Reports** Process for running the necessary health ad hoc reports for end of year reporting	**Garnetta Barnette** OAS, Division of District Support garnetta.barnette@education.ky.gov 502-564-5279 x4419 **Karen Erwin** OAS, Division of District Support karen.erwin@education.ky.gov 502-564-5279 x4457
2:15	2:45	0:30	**2.8 – Amended Calendar Submission** Submission and approval process for amended and new year calendars	**Cheri Meadows** **Garnetta Barnett**e
2:45	3:00	0:15	**2.9 – Other Resources and Closing**	**Becky Jenkins**